

**DUTY STATEMENT**

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
INFORMATION TECHNOLOGY DIVISION  
INFRASTRUCTURE SERVICES BRANCH  
ENTERPRISE ARCHITECTURE SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Information Technology Specialist I**POSITION #:** 472-511-1402-001**WORKING TITLE:** Technical Architect**EMPLOYEE:** vacant

**POSITION DESCRIPTION:** Under the general direction of the Information Technology Supervisor II, Enterprise Architecture (EA) Section, the incumbent provides technical expertise and leadership in support of DDS' technical solutions to support the Department's business operations, programs, strategic goals and objectives. The incumbent provides technical expertise and leadership on DDS Enterprise/Technical Architecture System projects with emphasis on Network, Infrastructure and Cloud Architecture. The incumbent works closely with the Section Chief of the Enterprise Architecture Section in the administration of the Department's EA program and the implementation of State EA policies; Leads the impact analysis to the production infrastructure and EA standards; Provides analysis in the resolution of complex network solutions; Provides technical leadership in the development, maintenance, and operation of the enterprise infrastructure; Applies strategic thinking to the design and deployment of enterprise solutions in the areas of technical infrastructure, identity access management and shared services.

**SUPERVISION EXERCISED:** None**SUPERVISION RECEIVED:** Information Technology Supervisor II

<b>DOMAIN(S):</b>	Business Technology Management	Moderate Skills
	Client Services	Moderate Skills
	Information Security Engineering	Moderate Skills
	IT Project Management	Basic Skills
	Software Engineering	Moderate Skills
	System Engineering	Critical Skills

**EXAMPLES OF DUTIES:**Essential Job Functions:

35% Develop, document, and maintain Information Technology (IT) policies and provide analytical support for the Enterprise Architecture program; assisting in developing standards, processes and procedures, and documentation; plan technical environment enhancements, upgrades and maintenance; serve as a subject matter expert on infrastructure and technology initiatives in a hybrid and multi cloud, and highly virtualized environment; represent DDS in Enterprise Architecture information technology initiatives established by the California Health And Human Services Agency and at the Statewide level; assist in the development and maintenance of the IT Infrastructure strategic plans; assess new technologies, solutions, services, or methodologies to determine if they align

with DDS business needs; develop and maintain the DDS Reference Models (Technical, Service Component, Business and Data).

- 35% Apply technical network, infrastructure and cloud expertise, with a thorough understanding of systems integration and architecture; review and analyze system hardware and software, including routers, servers and cloud; responsible for documenting current Technical Architecture; participation in Agency and State of California Enterprise Architecture Committees; maintain DDS Roadmap and its strategic alignment with DDS ITD Strategic Plan; understanding of cloud architectures and their capabilities.
- 20% Provide technical subject matter expertise to projects involving technical architecture; develop plans and review system objectives; act as point of contact for technical questions; provide technical recommendations and options; identify and mitigate technical risks that could occur through the introduction of new technology.

#### Marginal Job Functions

- 10% Provide technical expertise in emerging technologies; assess how these technologies can benefit business operations; formulate and present recommendations based on IT industry trends and best practices, and Department goals and objectives. Complete other required duties within the scope of this position.

#### **WORKING CONDITIONS:**

- Open-spaced partitioned offices.
- Prolonged periods on a personal computer up to 80% of the time.
- Occasionally required to move and transport objects weighing up to 25 pounds.
- May require on-call support responsibility including nights and weekends.
- Occasional travel up to 10% for overnight or day trips for covered California locations

#### **DESIRABLE QUALIFICATIONS:**

Knowledge of: Department goals and policies; Project Management best practices; Information Technology Infrastructure Library (ITIL) methodology; State IT policies and procedures for Enterprise Architecture, procurement practices, disaster recovery responsibilities, security requirements, and strategic planning; Evolving industry trends and standards; Amazon Web Services and Azure cloud environments.

#### Ability to Demonstrate:

- Teamwork: Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment & trust; perform completed staff work;
- Communication: facilitate open exchange of ideas and opinions; actively listen; make effective oral presentations to individuals or groups; inform and build consensus;
- Leadership: Lead by example; respond positively to changing circumstances; facilitate implementation of change; analyze data and situations accurately and take effective action; reason logically and creatively and draw valid conclusions; facilitate meetings, establish and maintain project priorities.

**JOB TITLE:** Information Technology Specialist I

**POSITION #:** 472-511-1402-001

Experience with: Microsoft network, office products and tools; system and network components, technology systems and infrastructure; server, storage, LAN, and WAN administration.

**CERTIFICATION OR LICENSE:** None.